

# **RESOLUTION 32-2015**

## **A RESOLUTION ESTABLISHING GUIDELINES FOR TIMESHEETS AND LOG SHEETS**

WHEREAS, Madison County pays all employees twice each month, and

WHEREAS, pay periods end on the last day of each month and the fifteenth day of each month, and

WHEREAS, it is imperative to the process that timesheets are received in the Finance Office in a timely manner, and

WHEREAS, it is also important that a log sheet from each department head accompany each timesheet. (Certain other employees may also be required to submit log sheets.)

NOW THEREFORE BE IT RESOLVED, by the Board of Madison County Commissioners, that timesheets are due in the Finance Office at 12:00 p.m. (noon) on the first working day following the cutoff of each pay period, for the above stated reasons.

BE IT FURTHER RESOLVED that timesheets not delivered to the Finance Office by 12:00 p.m. (noon) on the first working day following the cutoff of each pay period will not be processed until the next regular pay period.

BE IT FURTHER RESOLVED that all employees required to submit a log sheet, should submit their log sheet with their time sheet by 12:00 p.m. (noon) on the first working day following the cutoff of each pay period.

APPROVED BY THE BOARD OF COMMISSIONERS THIS 31st DAY OF AUGUST, 2015.

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JAMES P. HART, CHAIRMAN

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RONALD E. NYE

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DAVID SCHULZ

ATTEST: \_\_\_\_\_  
Peggy Kaatz  
Clerk and Recorder